

ADVERTISEMENT

NCCF/HO/P&A/Adv./2023-24/

Date: 10-10-2023

Applications are invited for the following posts purely on contract basis for deployment in the Office of National Cooperative Consumers' Federation of India Ltd. (NCCF).

Sr. No.	Name of Post	No. of Post	Monthly remuneration	Time Period
1	Chief Operating Officer	01	Rs. 2,00,000/- per month on consolidated	1 year
2	Chief Financial Officer	01	Rs. 2,00,000/- per month on consolidated	1 year
3	Assistant Financial Officer	01	Rs. 1,25,000/- per month on consolidated	1 year

- All details of the said posts are enclosed herewith.

Interested applicant fulfilling the eligibility criteria prescribed may apply in the standard application format enclosed as Annex-I on or before 25th October, 2023 in the business hours along with all supporting documents including brief write-up on his/her experience profile in sealed cover to reach the following address by speed post/courier or through e-mail admincell@nccf-india.com. The application received after due date will not be considered.

“The Incharge (P&A)”
National Cooperative Consumers' Federation of India Ltd. (NCCF)
3, Siri Institutional Area, NCUI Complex, August Kranti Marg, Hauz Khas,
New Delhi – 110016

The envelope containing the application form must be superscripted as
“APPLICATION FOR THE POST OF _____”.



APPLICATION FORM**NATIONAL COOPERATIVE CONSUMERS' FEDERATION OF INDIA LTD.
(NCCF)****3, Siri Institutional Area, NCUI Complex, August Kranti Marg, Hauz Khas, New Delhi
- 110016****Phone : 011-40194608, Website: admincell@nccf-india.com.****APPLICATION FOR THE POST OF “ _____ ”**

1. Name of Applicant : _____
2. Date of Birth : _____, Age as on 01-10-2023 _____
3. Father's Name : _____
4. Marital Status : _____
5. Category : GEN/SC/ST/OBC/PWD.
6. Address :
 (a) Corresponding/Mailing : _____

 (b) Permanent : _____

7. Mobile/Telephone No. : _____
8. Email Address : _____

9. Educational Qualifications

Qualification	Month & Year of Passing	Board / University / Institute	Subject/Specialization	Division / % of Marks	Year of Passing
Graduation					
Post-Graduation					
Professional Qualification					
Others					

Contd.../2



10. Working Experience:

S. No.	Period of Employment		Duration (No. of years, month)	Name of Organisation with place of posting	Position / post / Designation on held	Nature of experience / Job profile
	From	To				

Other Relevant Experience, if any: _____

11. Any other information : _____

UNDERTAKING

"I hereby undertake to inform that the above information is true and correct as per my best knowledge. I understand that if any information submitted by me is found to be false, my candidature for the post may be rejected by the National Cooperative Consumers' Federation of India Ltd. (NCCF).

Place: _____

Date: _____

Signature: _____

Note: Please attach all the relevant documents / papers for qualifications and experience.



1. Chief Operating Officer

- **No. of Post- 01**
- **Age:** Maximum 50 years.
- **Monthly Remuneration:** Rs. 2,00,000/- per month consolidated
- **Educational Qualification & Experience**
- At least 10 years' experience in Business Development for E-Platform, Retail & International business, Export & Import, FMCG, Procurement, construction etc.
- Educational Qualification preferably professional into Engineering/NBA from reputed institutions.

• **Place of Posting :**Head Office, NCCF

• **General Terms / Conditions**

1. The contract period shall be initially for a term of 01 year, extendable as per management decision.
2. NCCF reserves the right to accept/reject any or all application without assigning any reason.
3. No TA/DA shall be admissible for joining the assignment or on its completion. No other facilities like DA, Accommodation, Residential phone, Conveyance/Transport, Personal staff, Medical reimbursement, HRA and LTC etc. would be admissible to them.
4. Selected candidates shall be willing, if required by the Federation for travel to various places for which TA/DA as admissible will be granted.
5. The working hours will be from 9:30 am to 6:00 pm from Monday to Friday normally but may be extendable and can be extended on holidays also.
6. It is clarified that in addition to the above, no further benefits shall be granted by the Federation.
7. Upon selection the candidate shall observe all rules and regulations of the Federation.
8. Highest order of secrecy with regards to the work or confidential information of the Federation and/or its subsidiaries shall be maintained and in case of any breach of trust, appointment may be terminated by the Federation without any notice.
9. The Federation lays emphasis on all statutory compliances and compliance with various statues in the area of operations, shall be ensured.
10. The Federation reserves the right to terminate the employment without assigning any reasons at any given point of time.



2. Chief Financial Officer

- No. of Post- 01
- Age: Maximum 50 years.
- Monthly Remuneration: Max. Rs. 2,00,000/- per month consolidated

- Educational Qualification & Experience

1. B.Com/CAs with post graduate / diploma in Business Administration is preferred. At least 10 years of work experience in reputed organizations with turnover at least 100 Cr. or more.
2. Knowledge of GST/Taxation, Tally etc. is also required.

- Place of Posting :Head Office, NCCF

- General Terms/Conditions

1. The contract period shall be initially for a term of 01 year, extendable as per management decision.
2. NCCF reserves the right to accept/reject any or all application without assigning any reason.
3. No TA/DA shall be admissible for joining the assignment or on its completion. No other facilities like DA, Accommodation, Residential phone, Conveyance/Transport, Personal staff, Medical reimbursement, HRA and LTC etc. would be admissible to them.
4. Selected candidates shall be willing, if required by the Federation for travel to various places for which TA/DA as admissible will be granted.
5. The working hours will be from 9:30 am to 6:00 pm from Monday to Friday normally but may be extendable and can be extended on holidays also.
6. It is clarified that in addition to the above, no further benefits shall be granted by the Federation.
7. Upon selection the candidate shall observe all rules and regulations of the Federation.
8. Highest order of secrecy with regards to the work or confidential information of the Federation and/or its subsidiaries shall be maintained and in case of any breach of trust, appointment may be terminated by the Federation without any notice.
9. The Federation lays emphasis on all statutory compliances and compliance with various statues in the area of operations, shall be ensured.
10. The Federation reserves the right to terminate the employment without assigning any reasons at any given point of time.



3. Assistant Financial Officer

- **No. of Post- 01**
- **Age:** Maximum 40 years.
- **Monthly Remuneration:** Max. Rs. 1,25,000/- per month consolidated
- **Educational Qualification & Experience**

1. Chartered Accountant as Post Qualification experience 3 years
2. Preference will be given to those who Prepare & finalize the books of accounts in reputed organization which annual turnover is more than 50 Cr.
3. Knowledge of GST/Taxation, Tally etc. is also required.

- **Place of Posting :** Head Office, NCCF

- **General Terms/Conditions**

1. The contract period shall be initially for a term of 01 year, extendable as per management decision.
2. NCCF reserves the right to accept/reject any or all application without assigning any reason.
3. No TA/DA shall be admissible for joining the assignment or on its completion. No other facilities like DA, Accommodation, Residential phone, Conveyance/Transport, Personal staff, Medical reimbursement, HRA and LTC etc. would be admissible to them.
4. Selected candidates shall be willing, if required by the Federation for travel to various places for which TA/DA as admissible will be granted.
5. The working hours will be from 9:30 am to 6:00 pm from Monday to Friday normally but may be extendable and can be extended on holidays also.
6. It is clarified that in addition to the above, no further benefits shall be granted by the Federation.
7. Upon selection the candidate shall observe all rules and regulations of the Federation.
8. Highest order of secrecy with regards to the work or confidential information of the Federation and/or its subsidiaries shall be maintained and in case of any breach of trust, appointment may be terminated by the Federation without any notice.
9. The Federation lays emphasis on all statutory compliances and compliance with various statues in the area of operations, shall be ensured.
10. The Federation reserves the right to terminate the employment without assigning any reasons at any given point of time.



Method of Selection:

- 1) The eligible candidates will be short-listed on the basis of relevant work experience and suitability.
- 2) The selection will be made on the basis of test/personal interview of eligible shortlisted candidates.
- 3) No TA /DA / fare shall be paid either for attending the personal interview or joining the post in NCCF.

11